



# **MINUTES**

## **OF THE ARKANSAS BOARD OF PAROLE MEETING**

### **NOVEMBER 24, 2009**

#### **MEMBERS PRESENT:**

Richard L. Mays, Jr., Secretary/Commissioner  
John Felts, Commissioner  
Carolyn Robinson, Commissioner  
Joseph Peacock, Commissioner

#### **HEARING EXAMINERS:**

Ernest Sanders, Jr., Attorney  
James L. Williams, II, Attorney

#### **ABSENT/EXCUSED WITH VALID REASON(S):**

Leroy Brownlee, Chairman  
Abraham Carpenter, Jr., Vice-Chairman  
Carol V. Bohannon, Hearing Examiner/Attorney

**MINUTES PREPARED BY:** Sharon Lewis, Executive Assistant to the Chairman

**OTHERS PRESENT:**

Steve Arnold, Assistant Director, Department of Community Correction  
Jeff Tillman, Assistant Director, Department of Community Correction  
Rhonda Sharp, Public Relations, Department of Community Correction  
Shirley Ellingburg, Area Manager, Institutional Release Services, DCC  
Meredith Rebsamen, Assistant Attorney General, Attorney General's (AG's) Office  
Norma Gillerson, Fiscal Support Supervisor, ABP  
Sharon Lewis, Executive Assistant to the Director, ABP  
Tamara Salaam, Administrative Support Supervisor - Parole, ABP  
Solomon Graves, Computer Support Specialist/ACA /Coordinator, ABP  
Lois Hansberry, Administrative Support Supervisor - Revocation - ABP

**Called to Order**

Secretary Mays presided over the meeting in the absence of the Chairman & Vice-Chairman. Mays called the meeting to order at 9:30 a.m. and declared a quorum.

**Approval of November 12, 2009 Minutes**

Felts moved,  
Robinson seconded. Motion carried.

**Population Reports**

The Board reviewed the population reports submitted from: ADC, DCC and ABP.

**Attorney General's Office**

Ms. Rebsamen reported that two pending cases were waiting on a motion for dismissal.

**Hearing Examiners' Reports**

The Hearing Examiners presented their reports. Mr. Williams presented Mrs. Bohannon's report on her behalf.

**OLD BUSINESS**

*Mr. Graves reported on the following:* A copy of the Summary Sheet on the Parole/Revocation Process was presented for the Board's review and approval. If there were no revisions, the sheet will be posted to the website and made available to ADC & DCC.

On December 11<sup>th</sup>, at the BOC Meeting at the Tucker Unit; Ms. Wendy Naro-Ware of JFA Associates, Washington, DC, will be making a presentation on the 10 year population projection research she completed for the Departments of Correction and Community Correction.

On December 17<sup>th</sup>, the Board will review and discuss recommendations submitted on the revised ABP Policy & Procedures Manual.

**NEW BUSINESS**

To ensure adequate office coverage during the holidays, all Board and staff were requested to submit their leave request as soon as possible

**Hearing Schedule – December:** The schedule was reviewed. The board was requested to notify the Chairman or Tamara Salaam, if any changes were needed.

The Board was reminded to pay close attention to the hearing schedules due to the forthcoming holidays and schedule changes.

**FILES FOR DISCUSSION - REVIEW**

An overview of the victim input hearings listing was conducted.

**RATIFICATION OF VOTES**

Felts moved.  
Peacock seconded the motion to ratify the units. Motion carried.

The meeting adjourned at 10:00 a.m.

**SIGNATURE ON FILE**

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RICHARD L. MAYS, JR.  
ACTING CHAIRMAN

**SIGNATURE ON FILE**

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JOHN FELTS  
ACTING SECRETARY

**ARKANSAS BOARD OF PAROLE  
FULL BOARD RATIFICATION VOTES BY UNITS**

**NOVEMBER 2009**

<b><u>UNITS:</u></b>	<b><u>RATIFIED (X)</u></b>
BENTON	<input checked="" type="checkbox"/>
CAC	<input checked="" type="checkbox"/>
CUMMINS	<input checked="" type="checkbox"/>
DIAGNOSTIC	<input checked="" type="checkbox"/>
EAST	<input checked="" type="checkbox"/>
MISSISSIPPI CO.	<input checked="" type="checkbox"/>
NEAC	<input checked="" type="checkbox"/>
OUACHITA REGIONAL	<input checked="" type="checkbox"/>
PINE BLUFF	<input checked="" type="checkbox"/>
RANDALL L. WILLIAMS CORR.	<input checked="" type="checkbox"/>
SEAR	<input checked="" type="checkbox"/>
SWAR	<input checked="" type="checkbox"/>
TRCC	<input checked="" type="checkbox"/>
VARNER	<input checked="" type="checkbox"/>
WRIGHTSVILLE	<input checked="" type="checkbox"/>
OTHER: RESCINDS & TRANSFER SCREENINGS, ACT 290'S	<input checked="" type="checkbox"/>
SPECIAL CONSIDERATIONS, 700'S, RECONSIDERATION, REVOCATION APPEALS, CLEMENCIES, PARDONS, EMERGENCY POWERS ACT (EPA), ETC.	

MOTION BY: JOHN FELTS      SECONDED BY: JOSEPH PEACOCK

RATIFICATION DATE: NOVEMBER 24, 2009